

# LAKE HAVASU CITY, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: Assistant Public Works Director

<b>BAND</b>	<b>GRADE</b>	
<b>E</b>	<b>923</b>	
<b>DEPARTMENT:</b> Public Works	<b>ACCOUNTABLE TO:</b> Department Director	<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> Incumbents are responsible for managing the operations of two or more unrelated functional areas within the Public Works Department. Duties include: planning and coordinating resources in multiple divisions; serving as a department wide liaison; preparing and implementing special projects; developing cost effective programs across functional lines; working with management from other departments; and, planning, coordinating and evaluating programs and activities.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Assistant Public Works Director is a stand alone classification and is distinguished from other management classifications by the responsibility for managing multiple functional areas and has supervisory authority over Division Managers. The Assistant Public Works Director is distinguished from the Department Director by the overall responsibility for department management. The Assistant Director is expected to perform the duties of the Department Director in their absence.		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	<b>FRE-QUENCY</b>	
1.	Supervises staff to include: assigning and reviewing work, ensuring staff are trained, evaluating performance, handling disciplinary actions and making hiring and termination recommendations.	Daily	
2.	Coordinates and manages the day to day operations within and across functional areas to include: coordinating and scheduling activities, monitoring the budget, resolving citizen complaints, ensuring resources are available to complete projects and developing cost effective programs for operations.	Daily	
3.	Develops, interprets, implements and enforces policies and procedures; establishes goals and standards.	Daily	
4.	Prepares a variety of reports such as status reports and short and long range plans.	Weekly	

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5.	Participates in meetings and ensures functional areas and City's interests are represented. Serves as a liaison between the department and other departments and outside organizations and agencies.	Weekly	
6.	Provides technical advice in area of expertise.	Weekly	
7.	Performs contract management to include: negotiating contracts, preparing contracts and making or receiving payments.	Monthly	
8.	Performs other duties of a similar nature or level.	As Required	

### **Knowledge** (position requirements at entry):

Knowledge of:

- Leadership and management theories and principles;
- Codes, laws and regulations governing area of assignment;
- Safety precautions;
- Principles and practices in area of assignment such as construction, engineering or maintenance.

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**Skills** (position requirements at entry):

Skill in:

- Developing cost effective programs;
- Reviewing and evaluating staff;
- Developing, implementing and enforcing policies and procedures;
- Preparing and administering budgets;
- Performing contract management;
- Coordinating functional activities;
- Reviewing and analyzing information;
- Resolving problems;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

Bachelor's Degree in Civil Engineering or a related field and five years of progressively responsible professional experience including two years at the management level; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

Position requires:

- Valid Arizona Driver's License;
- Registration as a Professional Engineer in the State of Arizona within six months of appointment.

**Physical Requirements:**

Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (clm)

Date: 05/98

Rev.: 06/07 (jls)

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